

Date: [Insert Date]

To: [Bank Name]

Branch: [Branch Name/Address]

City/Country: [City, Country]

**Subject: Request for Account Closure and Cross-Border Remittance of Remaining Funds**

Dear Sir/Madam,

I am writing to formally request the closure of my bank account(s) held at your institution. As I am currently a non-resident, I also request the remittance of my total remaining balance to my overseas bank account.

**Account Details to be Closed:**

- Account Holder Name: [Full Name]
- Account Number(s): [Insert Account Number(s)]
- Passport/ID Number: [Insert ID Number]

**Beneficiary Bank Details for Remittance:**

- Beneficiary Bank Name: [Overseas Bank Name]
- Bank Address: [Overseas Bank Full Address]
- SWIFT/BIC Code: [Insert SWIFT Code]
- IBAN/Account Number: [Insert IBAN or Overseas Account Number]
- Beneficiary Name: [Your Full Name as it appears on the overseas account]
- Currency: [e.g., USD, EUR, GBP]

Please deduct any applicable closing fees or wire transfer charges from the final balance before processing the transfer. Once the transfer is complete, please provide a confirmation of the transaction and the official account closure advice to my email address at: [Insert Email Address].

Attached to this letter are copies of my identification documents for verification purposes.

Thank you for your assistance in this matter.

Sincerely,

(Signature)

[Print Full Name]

[Phone Number with Country Code]

[Current Residential Address]